



Board of Trustees

Regular Meeting Minutes

Thursday, October 11, 2018, 5.15p

Broughton Room, Crook County Library
175 SW Meadow Lakes Dr., Prineville

Present: Jan Anderson, Jerry Bishop (Vice-Chair), Pam Looney (Chair), ZuAnne Neal, Buzzy Nielsen (Director), LaQuita Stec, Cindy York (Operations Manager)

1. Additions/deletions from the agenda (ACTION)

Pam called the meeting to order at 5.15p. Jerry moved to approve the agenda as presented. ZuAnne seconded. The motion carried unanimously.

2. Conflicts/potential conflicts of interest

None stated.

3. Public comment

No public present.

4. Consent agenda (ACTION)

a. Minutes of September 13, 2018, meeting

Jerry moved to approve the minutes of the September 13, 2018, regular meeting as presented. Jan seconded. The motion carried unanimously.

5. Reports

a. Friends

Buzzy reported on behalf of the Friends of the Crook County Library.

- The Friends continue to revise procedures for their Third Saturday sales, which have resulted in more efficient setup/takedown and higher sales.
- At their annual membership meeting in September, the Friends approved several changes to their bylaws, making them clearer and more succinct.
- Also at their September meeting, the Friends elected their newest Board member: Alisa Gray
- October is the annual Saunders Lecture Series, put on in partnership between the Friends and the Museum. The first program, about the Applegate family, was a success. Three more programs are planned for Thursdays in October at 6.30p, with the following topics: Oregon pioneer Peter Burnett (speaker Gregory Nokes), the Owyhee River Journals (speaker Bonnie Olin), and legends of the Paiute Native peoples (speaker Wilson Wewa).

b. Circulation services

- September was National Library Card sign-up month. Unfortunately, there were only had 55 new patrons (compared to a typical monthly average of over 90). Special drawings were made for patrons who got their cards in September. Kim Jackson won the adult drawing, and Kyle Allen the juvenile one.
- Starting on Monday, October 15, there will be new rules for library cards.
 - No daily late fines will be charged, but patrons will still be billed the replacement cost for unreturned items.
 - Adult cards will now be able to check out 50 items (down from 100), juvenile cards 25 (down from 50), and courtesy cards 3 (down from 8). Items can be renewed 3 times (down from 4).

- New card types have been created for educational institutions/homeschooling families, staff, and non-residents who wish to pay by the month.
- Cindy recently attended a training in Vancouver, WA, about homelessness in the library. The presenter ran a homeless shelter in Illinois for several years and had many helpful things to say about working with homeless populations.

c. Public services

Assistant Director Jane Scheppeke was not available to give the Public Services report.

d. Finance

During the meeting, Buzzy distributed a report of the library's finances as of September 30, 2018. The report showed the library as being comfortably within budget, and slightly under in personnel, due to two positions being vacant.

Earlier in the week, Buzzy met with Judge Seth Crawford and the new County CFO Jeff Caldwell to discuss the library's budget. There was some pleasant news: the County slightly overshot on the recently-expired bond that helped pay for the library building. There's now about \$20,000 in extra funds, with a bit more coming, that is available to capital projects related to the building. Buzzy hopes to use it for security cameras, due to some recent security incidents outside the building.

e. Director

Buzzy reported the following:

- Unfortunately, the library was unable to find a candidate in the first round of hiring for Teen Services Librarian Specialist. The position will be reposted.
- On Monday, October 22, Larissa "Storm" Carman will be joining the library as its newest Children's Services Librarian Specialist. She comes from Maryland, where she worked a diverse range of library jobs with the Charles County Public Library as well as conducted tours and classes for Historic St. Mary's City.
- Staff Day – a joint in-service with the staffs of Crook, Deschutes, and Jefferson County Libraries – will be on Tuesday, October 23, at Eagle Crest Resort. Board members are invited.
- Thrive, the library's embedded social worker service, changed its hours on Tuesdays from 1.00-5.00p to 11.00a-5.00p, with a break from 1.00-2.00p.
- Speaking of Thrive, a mobile testing van for STIs such as HIV will be at the library on Tuesday, October 16, at the same time as Thrive. It's a tri-county effort to reduce incidents of STIs.
- The library is working with HousingWorks to assist them in putting a small library in the new Ochoco Crossings apartment complex.
- PrineTime, the library and several other County departments' Internet Service Provider (ISP), has decided that they no longer want to do business with the County because they're moving in a different direction. The IT department is seeking a new ISP, which hopefully will be in place by July 2019.

6. Previous business

There was no previous business.

7. New business

a. Meeting Room Policy (ACTION)

Staff presented a draft revision to the Meeting Room Policy with the following changes:

- Adding provisions regarding the Study Room, to make its rules more official.
- Discouraging use of the Broughton and Juniper Rooms more than once weekly on a regular basis, to help ensure equitable access to the rooms.
- Asking for 24 hours' notice for cancellations, to match what's already in meeting room contracts and help address no-shows.

Board members suggested adding a comma after "able" in #10.

Jerry moved to approve the Meeting and Study Rooms Policy as presented as revised during the meeting. ZuAnne seconded. The motion carried unanimously.

8. Agenda items for next meeting, November 8, 2018

- Summer Reading 2018 report
- 2017-18 State Library statistical report
- Strategic Plan update
- Patron Registration Policy

9. Adjournment

The meeting adjourned at 6.02p.